

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TEXAS**

**Contract Court Reporter/Transcriber
Information for Electronically Filing a Transcript
As of May 15, 2008**

1. Review Judicial Conference of the United States Policy memo re: Revised Transcript Redaction Procedures, dated May 15, 2007.
2. Review Western District of Texas General Order re: Electronic Filing of Transcripts, dated May 8, 2008.
3. Finalize transcript and convert it into Portable Document Format (PDF). All PDF documents that are submitted must be text searchable. Therefore, you cannot submit a scanned version of the transcript.
4. There is a 5 megabyte (MB) limit on the file size of any single PDF document. If a transcript is larger than 5 megabytes in size, you must break it into two or more PDF documents, each of which must be 5 MB or less in size.
5. Submit name of person(s) who should be given access to the transcript. Submit your contact information, i.e. name and phone number.
6. When a transcript is filed, three deadlines are set: The Redaction Request deadline is set for 21 calendar days after the filing of the original transcript, the Redacted Transcript deadline is set for 31 calendar days after the filing of the original transcript, and Release Transcript Restriction deadline is set for 90 calendar days after the filing of the original transcript.
7. When the transcript is purchased the attorney can receive the original and/or redacted transcript in both paper and/or electronic format.
8. Email your transcript to following address:

Austin Division	txwd_transcripts_aus@txwd.uscourts.gov
Del Rio Division	txwd_transcripts_dr@txwd.uscourts.gov
El Paso Division	txwd_transcripts_elp@txwd.uscourts.gov
Pecos Division	txwd_transcripts_pec@txwd.uscourts.gov
San Antonio Division	txwd_transcripts_sa@txwd.uscourts.gov
Waco Division	txwd_transcripts_wac@txwd.uscourts.gov
Midland Division	txwd_transcripts_mid@txwd.uscourts.gov